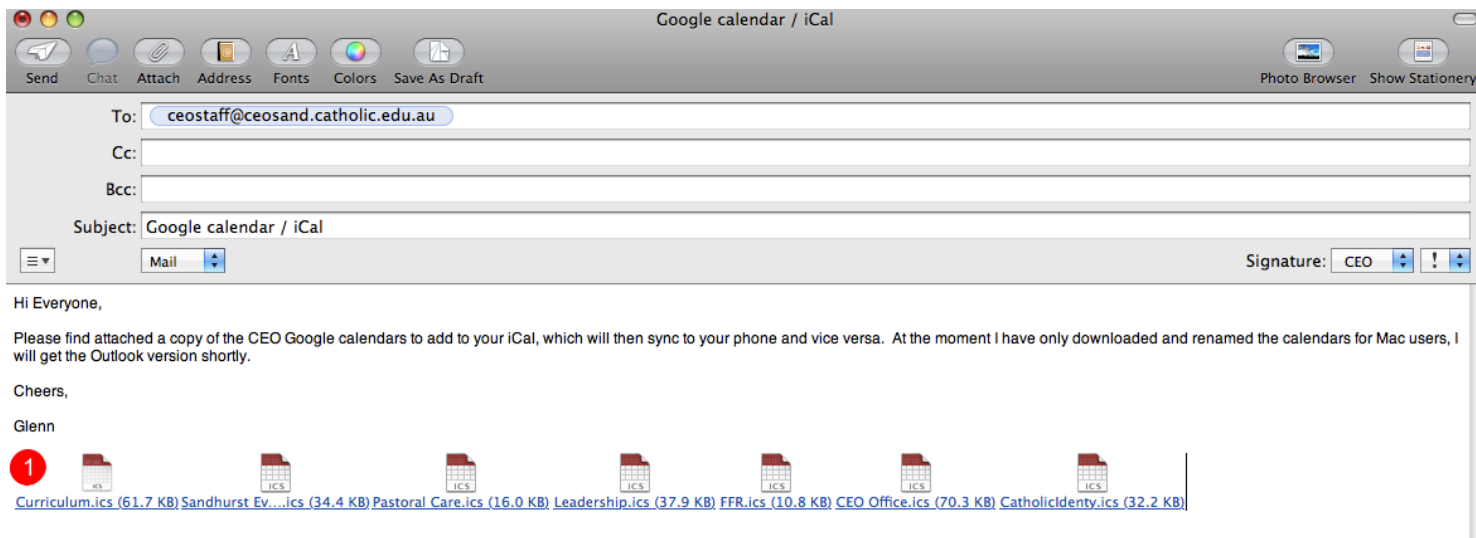


Adding Calendars to iCal - Mac Version

This set of instructions will show you how to add the CEO calendars to your iCal, and then by the power of syncing your phone, you'll have the calendars on both your phone and computer. When you have this, each time you connect and sync your phone to iTunes, any changes you make to your calendar on your phone will update on your computer and vice versa.

You will need to go through each of these steps for each calendar.

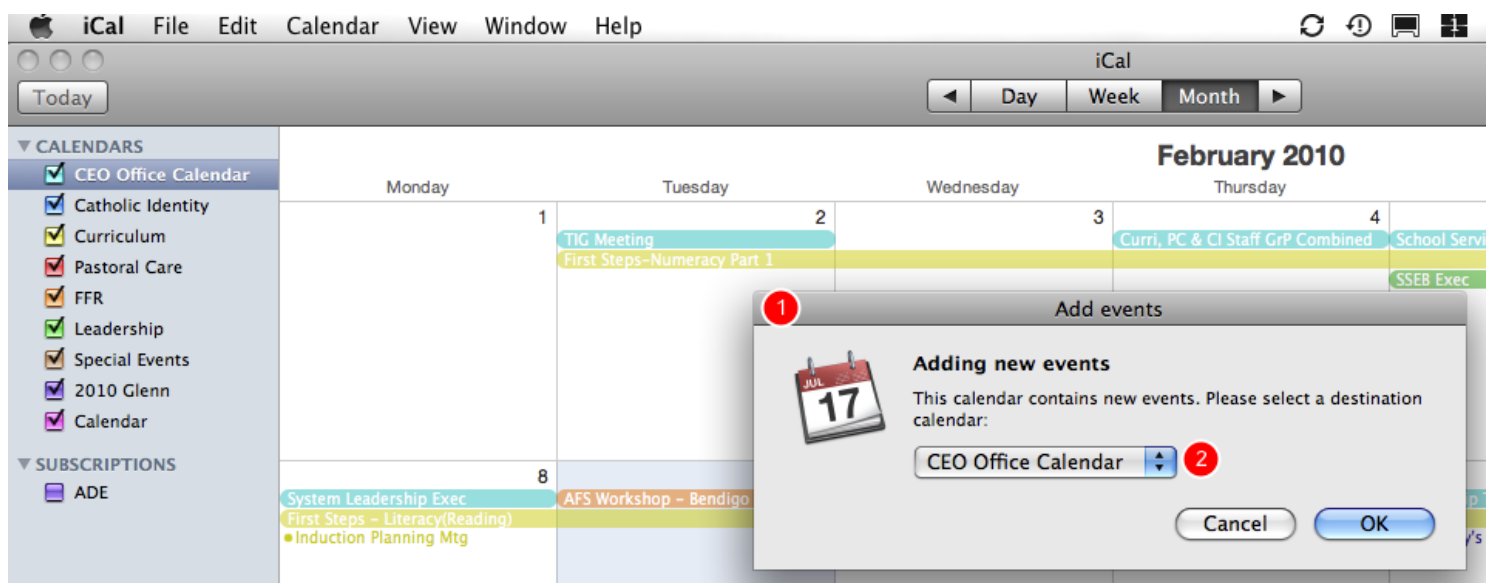
Adding the Calendars



From the email, double click on one of the calendar files in the attachments.

This will open up iCal.

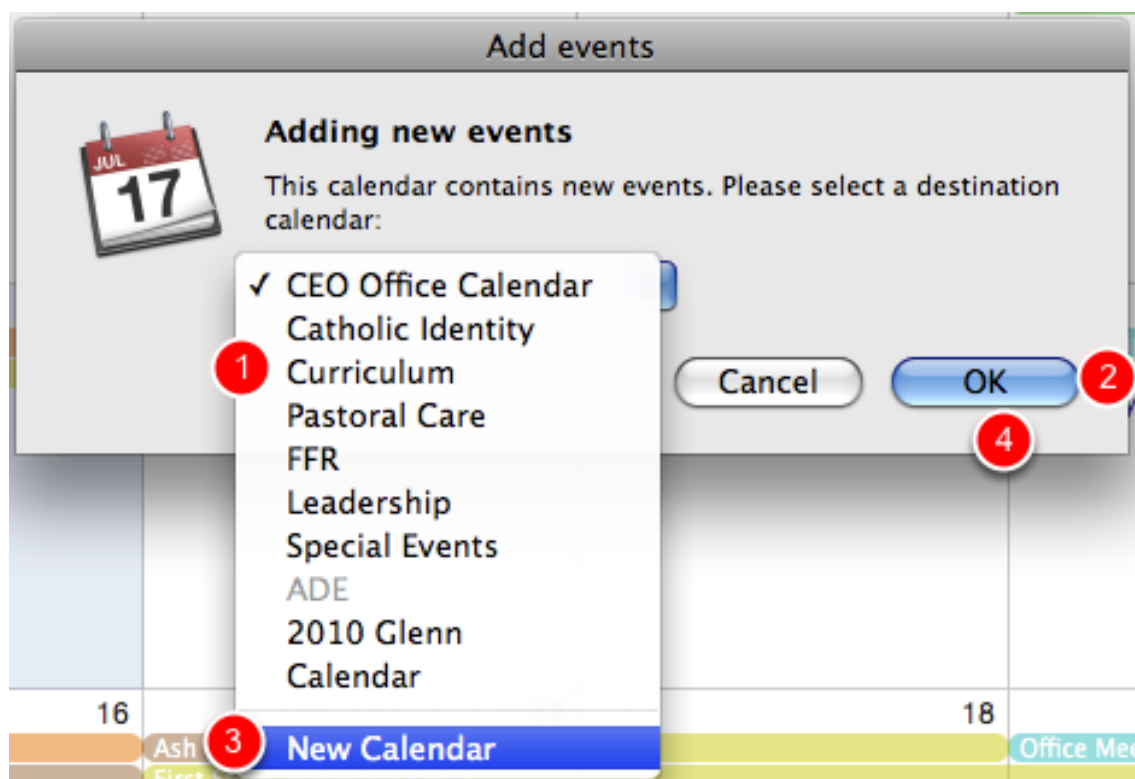
Adding Calendar to iCal



Once iCal opens, you will see the following dialog box.

You may already have some exsisting calendars in iCal - click on the drop down arrow.

Choosing Calendar location



If you already used iCal this year....

Step 1 & 2

From my example I already have a series of calendars - if you do already have for example a Curriculum calendar in iCal then when you open the Curriculum calendar file from the email, simply select your existing Curriculum calendar, click ok and it will update it.

or

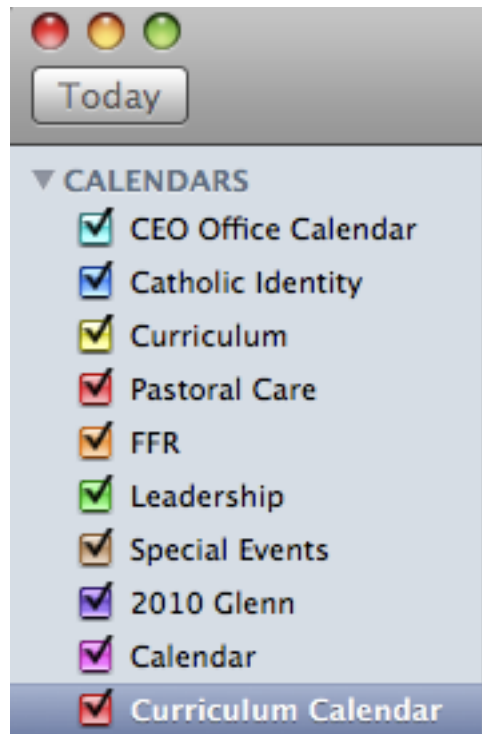
If you are new to iCal.....

Step 3&4

If you do not have any calendars you need to choose the 'New Calendar' option.

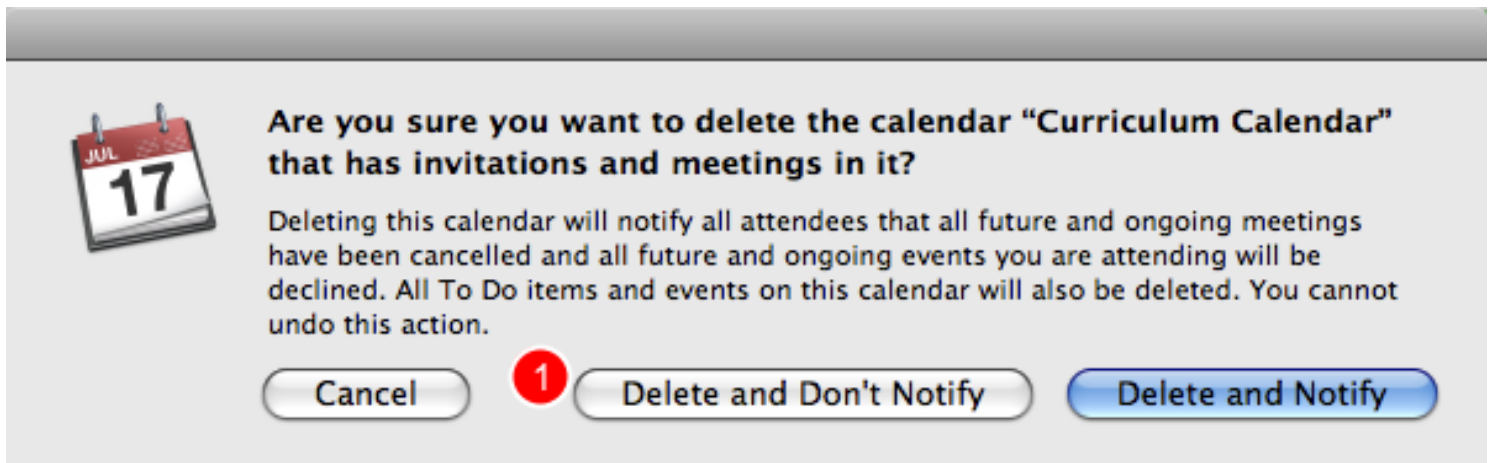
When you select 'New Calendar', click 'Ok'

Your Calendars



Once you click 'Ok' the calendar will appear in your Calendars list on the left hand side of iCal.

REALLY IMPORTANT!!!!!!!



As these are shared calendars, if you delete a calendar or an event you may get this dialog box. **It is important you click on 'Delete and Don't notify'.**

Syncing with iTunes



Connect your phone to iTunes and select the phone from the 'Devices' list to see the above screen.

Please note there maybe some updates for your phone, this is important to do and why you need to constantly connect your phone to iTunes to keep it up to date.

Selecting Calendars to sync

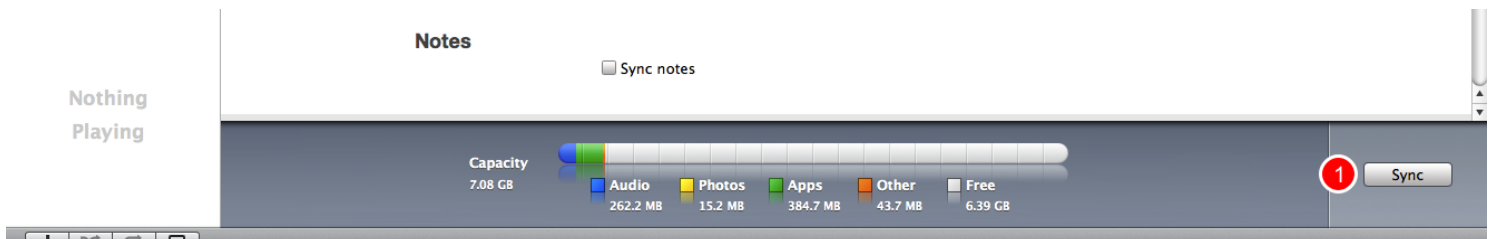


Now, click on the 'Info' tab.

Scroll down to the Calendars section and tick 'Sync iCal calendars'.

You can then select which calendars you want to sync, with either select 'All calendars', or individually select calendars from the list.

Sync



When you are ready to update / sync your calendars, click on the 'Sync' button at the bottom of the screen.